

53 Marion St.,
Natick,
Mass.

Jan. 1, 1942.

Board of Trustees
Wayland Public Library,
Wayland,
Massachusetts.

Dear Sirs: —

I have learned to-day of the death of your Librarian, Miss. Wheeler, who was also a friend of mine. I am wondering, if by any chance, there would be a vacancy for an assistant Librarian in your Library?

I am a young widow, 43 years of age, having no family.

following names.

Mr. Horace B. Gile
10 Highland St.
Natick

} chairman of
Board of
Trustees, Natick
Library

Dr. Dana F. Cummings
12 East central St.,
Natick

Mrs. Ada Adams
21 Pearl St.
Natick

} Head Librarian
Natick

Mr. Royden McCurdy
95 Cottage St.
Natick

P.S. I am at present working part
time in the Natick Library.

Yours respectfully,

(Mrs. Howard A. Snow)

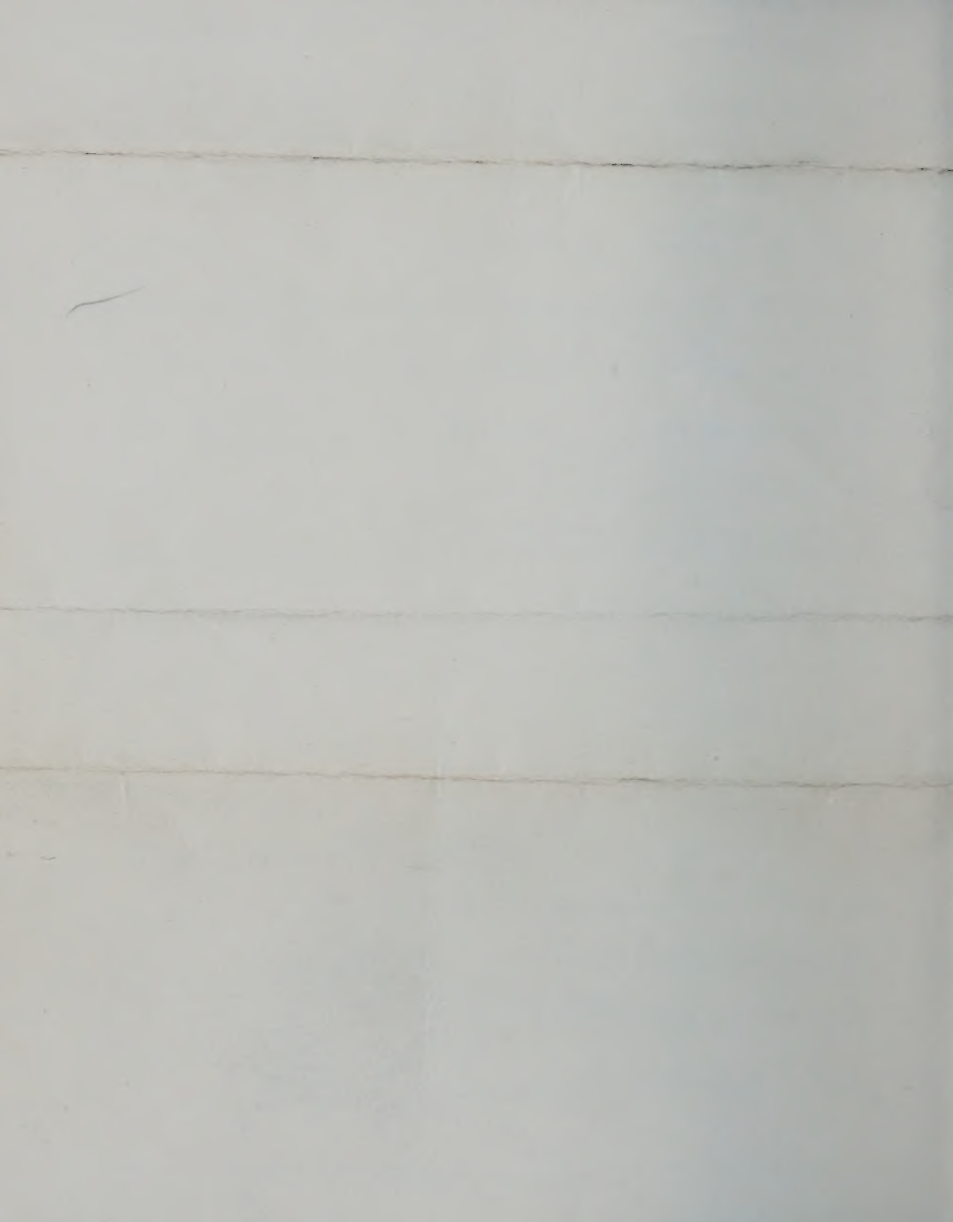
Hattie S. Snow
Telephone Natick 1654-R

Previous to my marriage in^{2.}
1933, I was first assistant in
the Natick Public Library, and
held that position for many
years. Miss. Mira Partridge
was at that time, the head
librarian, and a friend of
Miss. Wheelers.

My husband passed away
this last August, and I have
since been looking for a
position, preferably library
work.

If you have such a vacancy
and would consider my
application, I will gladly
talk with you about it,
at your convenience.

For reference I offer the



The Trustees of the Wayland Free Public Library
Wayland
Massachusetts

Gentlemen:

I wish to apply for the position of Librarian in the
Wayland Free Public Library.

I graduated from Radcliffe in 1929 with an A. B. degree,
which is indicative of a good general background for library
work. Though the position in Wayland is on a part time
basis, I feel that the Librarian should be required to take
courses,--if she does not already have a degree,-- which would
give her a professional standing. In several summers I could
easily acquire enough training to receive a degree in Library
Science. Simmons gives summer courses and also permits
Librarians actively employed to take courses during the regu-
lar academic year. In the meantime I would be able to make
use of information available through the State Division of
Public Libraries to be sure that the books added to the shelves
of the Wayland Library were properly classified and catalogued.
I already have some knowledge of the Dewey Decimal System which
is the classification system used in Wayland. Also I am able
to use the typewriter, a skill which is now required in
Library Schools.

I am aware of the particular needs of the Wayland Library
at this time. Some rearrangement is necessary for the
Biography under the east balcony, which is now overflowing

The Trustees of the Wayland Free Public Library

--2--

the shelves. The card catalogue should be completed for the convenience of the public. At the same time, a duplicate card should be made for the Cochituate branch. It is important that the Cochituate catalogue be complete since it is the only way the readers using the branch reading room can know what is available at the Main Library. A more efficient method of charging books is recommended by the State Division of Public Libraries.

The position of Librarian in a Free Public Library is one of trust. It is the duty of the Librarian to aid the public in getting information. It is the duty of the Librarian to make the Library function with speed and without friction. The Librarian should keep herself and the Board of Trustees informed of developments in Library service which may be applied to her own Library. That the Trustees may be assured of prompt and efficient service on the part of their Librarian, she should be prepared to make a monthly report to the Board.

In conclusion, I wish to say that I feel competent to meet my own high standards for the position.

Very truly yours,

Elizabeth C. Raymond

February 9, 1942

3
We, the undersigned, urge that Mrs. Elizabeth Raymond be appointed
librarian of the Wayland Public Library.

Eleanor R. Tipton

Elizabeth H. Russell

John Tipton

Mary C. Bemis

Wm M. Lewis

Estel H. Edwards.

Alice A. Barr

Edith M. Holt

John B. Holt

Richard C. Lewis

Scott Emerson

~~Mary J. Emerson~~

Mary E. Lovell

Jane Hall

Hazel Carver.

Isabella MacKenzie

Blanche L. Ward-

Mary E. Wentzell

Estelle J. Bill

Wynne H. Brown.

Anna E. Cla

Sarah H. Stites

Helen H. Hodge

Elizabeth A. Smith
John A. Smith

John A. Smith
John A. Smith

John A. Smith
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We, the undersigned, urge that Mrs. Elizabeth Raymond be appointed
librarian of the Wayland Public Library.

Norman T. B. Smith

Providence W. Smith

Kenneth D. Stickney

Chas. S. ~~Cornwall~~

Edith D. Bird

M. M. Woodward

Adeline N. Moore

Lisa E. Button

Mary A. Wentworth

Johnston Bird

Thomas E. Wentworth

11-12-1911



We, the undersigned, urge that Mrs. Elizabeth Raymond be appointed
librarian of the Wayland Public Library.

Wm. I. Barber

Chas. I. May

Helen C. Morgan

Isabel Wright

Myrtle L. Wright

William B. Wright

Maxine W. Beaborn

Grace C. Foghewig

John W. Foghewig

Emma D. Huntington

John B. Wright

Christine S. Lucat

Beatrice Herford Hayward

Sidney W. Hayward

Edith H. Davis

Wm. Davis G. Watkins

D. C. Watkins & by Mrs. Watkins by request

Edgie C. Knapp

Frederic Lawrence Ward

Blanche D. Pomeroy

Frank C. Ryder

Ruth B. Ryder

Mary E. McKel

Charles E. Hubbard

Hope Hubbard
Marion R. Hubbard

Ethel E. Carpenter
Elizabeth S. Woodward

We, the undersigned, urge that Mrs. Elizabeth Raymond be appointed
librarian of the Wayland Public Library.

Jane A. Patterson
Mabel E. Beck
Anna H. Casper
Margaret T. Barlow
Sarah M. A. Hyde
Sarah H. Jacobs
Mary Jessie Peterson
Maud P. Bullard
Arthur B. Bullard
Madeline Bullard
Dorothy A. Ames
Barbara W. Phelps
Arnold B. Canston
Ada Laurence
Lucy H. Jackson
Marion B. Baker
Alice C. Barlow
Adelaide D. Read
Willard B. Wilk
May C. Tibbodean

7
We, the undersigned, urge that Mrs. Elizabeth Raymond be appointed librarian
of the Wayland Public Library.

Margaret Weiss Keesley
Daniel E. Cunniff Jr.

Laura C. Rendina

Mario Rendina

Katherine S. Andrews

Phyllis Page Sweet

Madeline M. Chesney

Trinity School

" " "

St. John's

" "

" "

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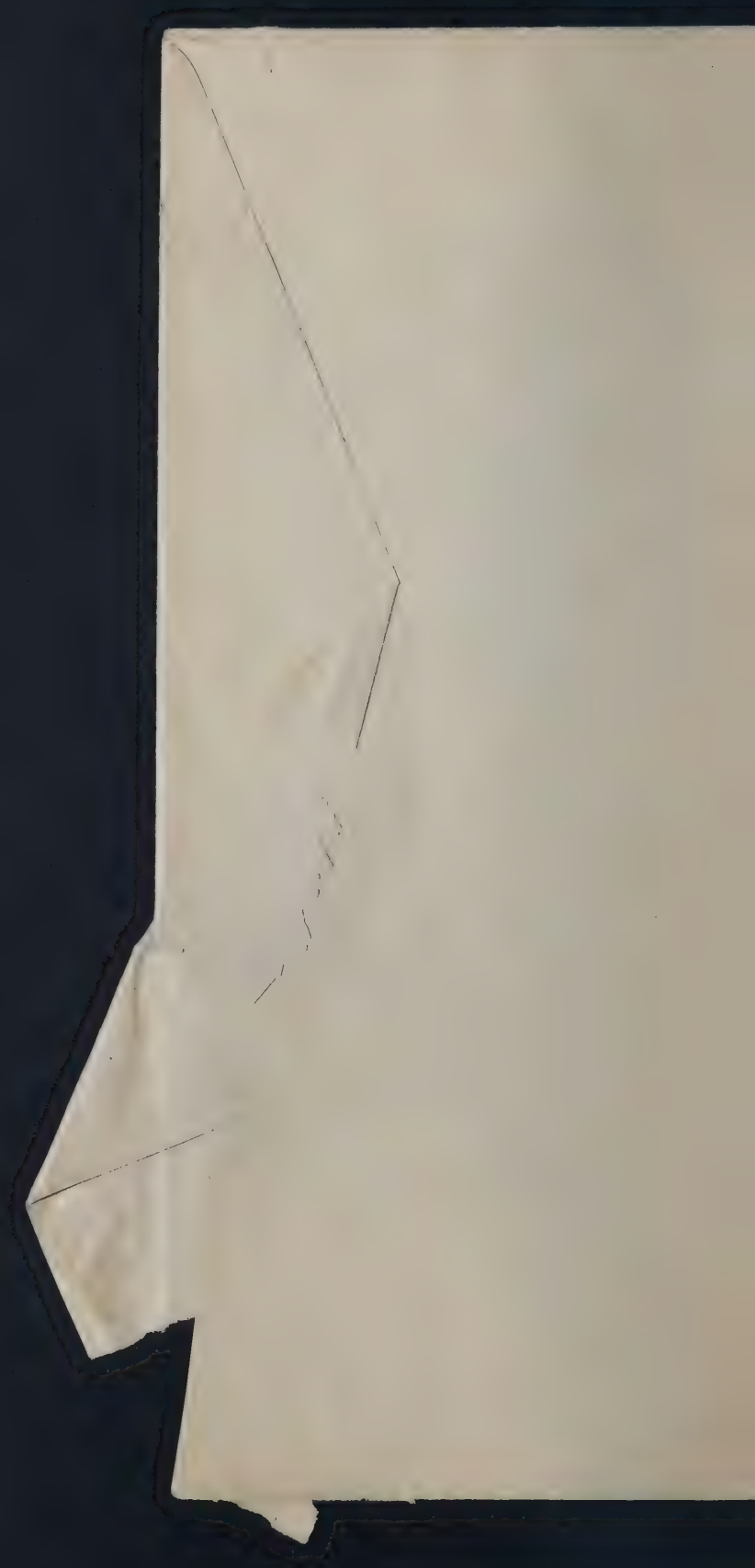
" "



Mr. Arthur G. Bennett

Wayland
Mass.





CHAMBERLIN, STONE & BOSSON

30 STATE STREET, BOSTON

March 28, 1942.

Mr. James R. Martin,
78 Main Street
Cochituate, Massachusetts.

Dear Mr. Martin:

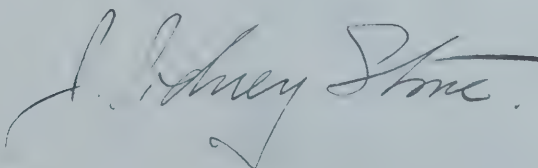
Herewith is a letter I have received from Miss Jones at the State House in regard to prospective candidates for Librarian. I went to see her because it seemed to me, as Arthur Hallock had stated that he was in favor of appointing Mrs. Raymond, that it was desirable that some one who was not already committed to a particular candidate should contact Miss Jones. At that time she had no one she felt like recommending. Do you want me to pursue this further? Please let me know.

I think my wife would like to report to the Garden Club that she had received an answer to her letter about planting a memorial tree for Miss Wheeler. It is probably partly my fault in that I did not emphasize the matter, and partly the result of our having no secretary, that no answer was given. I think it would be nice if you would write the Garden Club a letter. It seems to me that the sense of the Board was sufficiently indicated so that this can be done.

Was any step taken at the last meeting looking towards a meeting with the Selectmen for the purpose of having the vacancy filled?

Very truly yours,

JSS/T
Enc.



To the

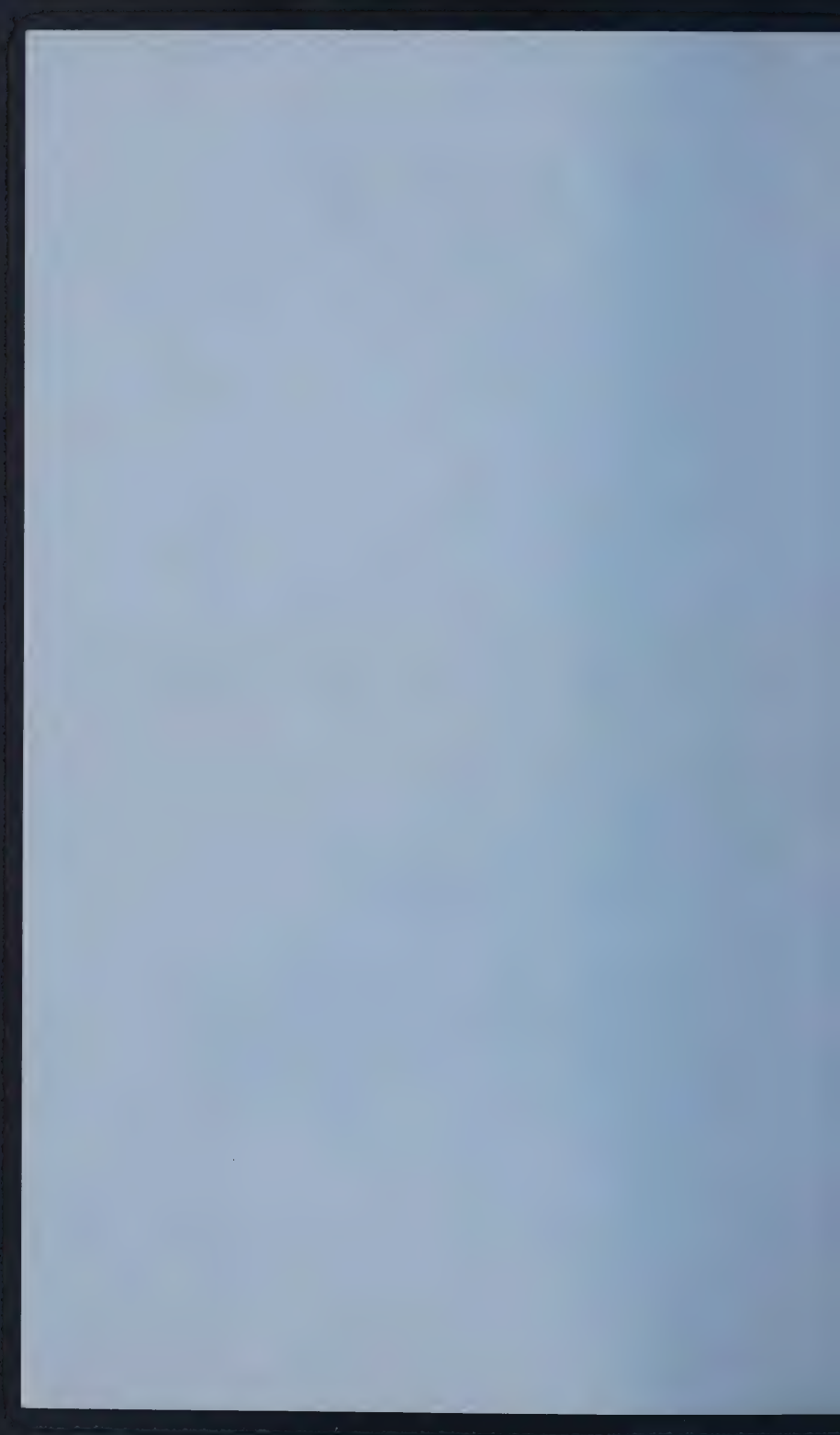
SHEEP END, WAYLAND
MASSACHUSETTS

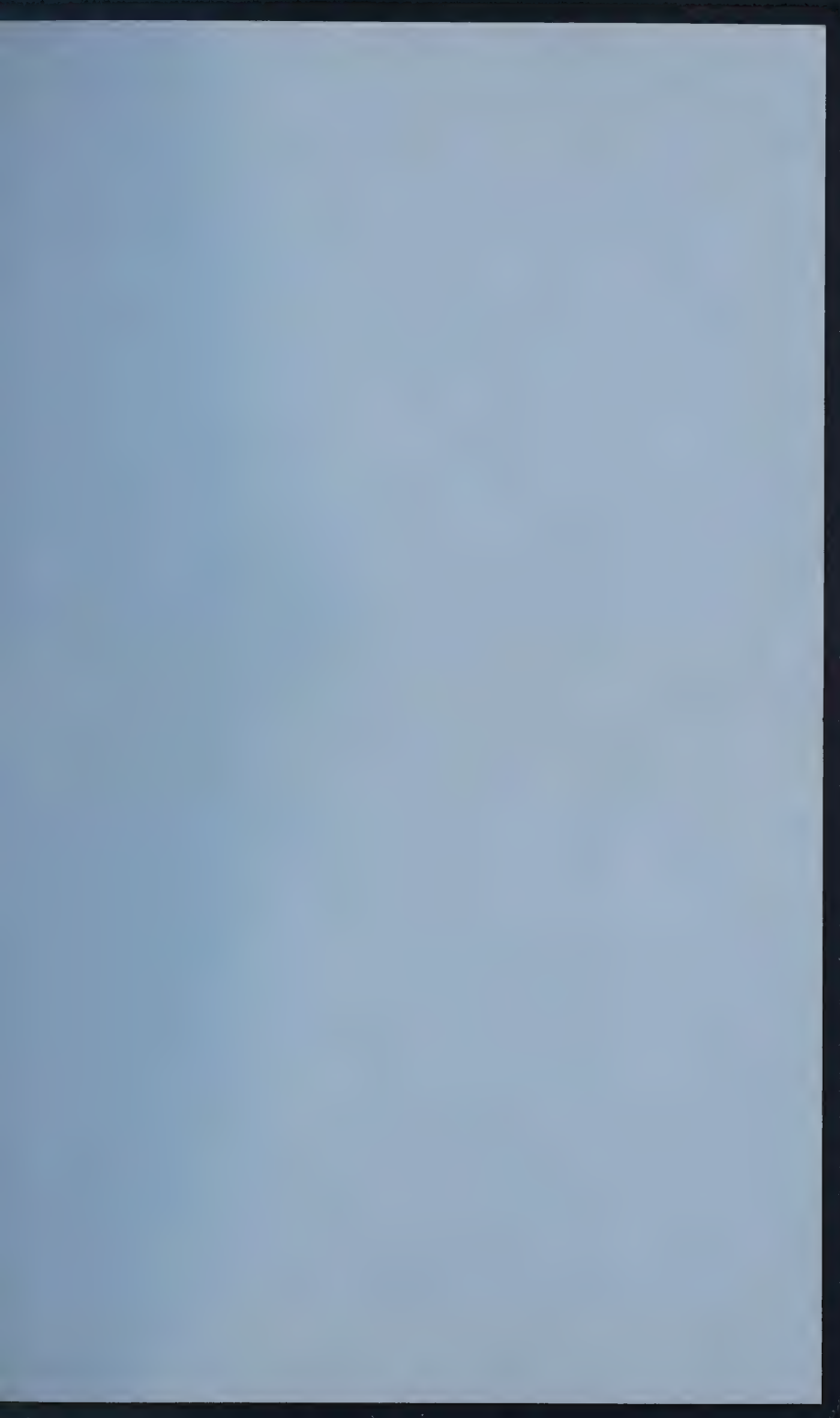
Board of Trustees -

Public Library - Wayland -
Massachusetts.

Year 1911 -

At a meeting of the
Wayland Garden Club on
January 27th the following
vote was passed - "That
a Tree be planted at
the Wayland Library in
memory of Margaret E.
Shelton, subject to the
approval of the Board of
Trustees of the Library and
that a tablet be affixed to
the said tree." The hope





that this plan will meet with
your approval, because of the
place which it will occupy
held in the Library and in the
Garden Club.

We would be very glad
of any suggestions as to the
species of tree which you
would prefer, whether a
flowering variety or a
deciduous. The expense, is
of course borne by the
Garden Club.

Sincerely yours

Harold C. Stone

President of the

Gray Land Garden Club

Jan. 28.
1942.

MRS. ROBERT M. MORGAN

WESTWAY

WAYLAND, MASS.

May 11, 1942.

Dear John,

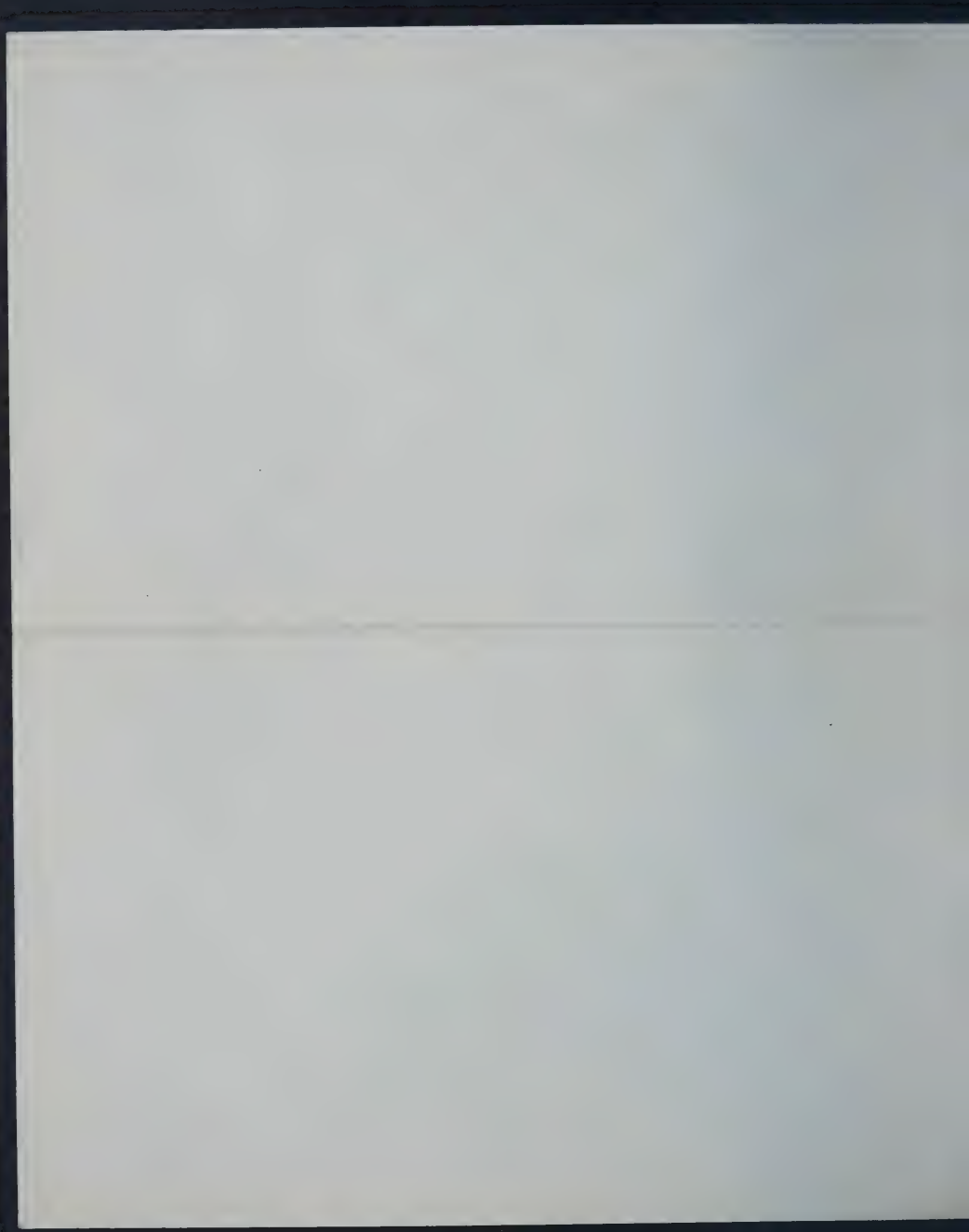
Thank you for your letter telling me of my appointment to the Board of Trustees of the Library.

I shall be very happy to serve to the best of my ability.

I will see you at the meeting on Wednesday.

Sincerely,

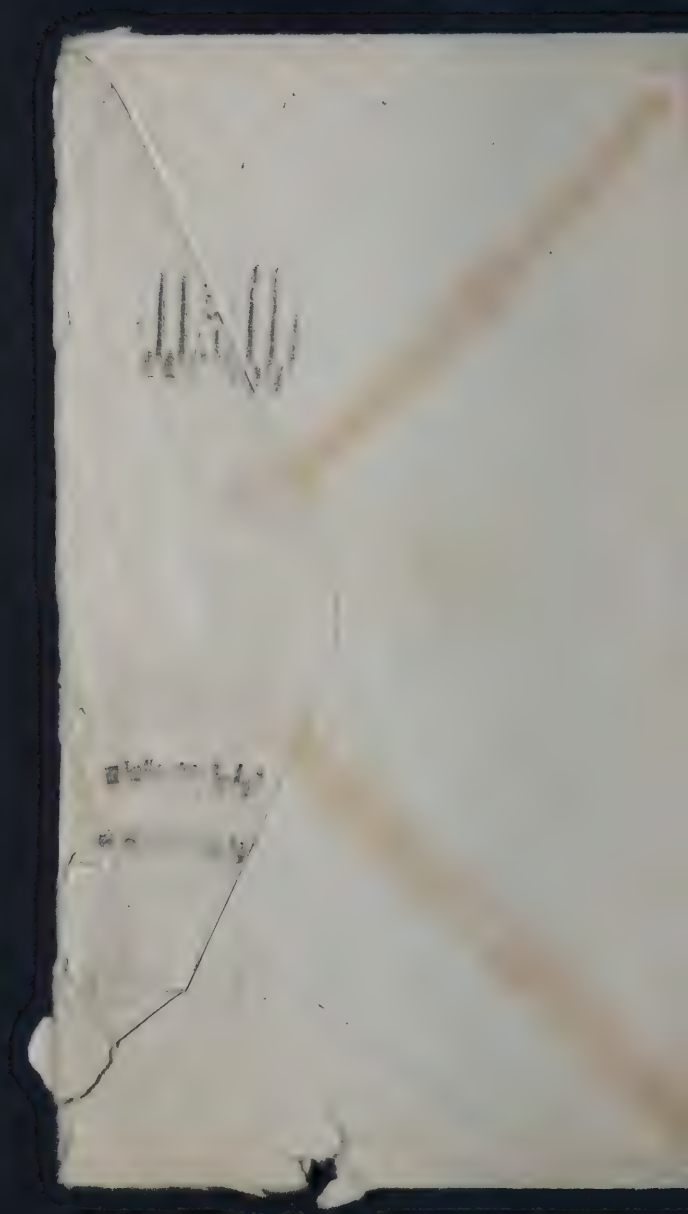
Therese H. Morgan



78 Main St,
Cohitate, Mass



Mr John Wright,
England,
Mass.



has been to visit
to my friend
weeks.



ROBERT M. MORGAN WESTWAY WAYLAND, MASS.

Wayland - Mass.

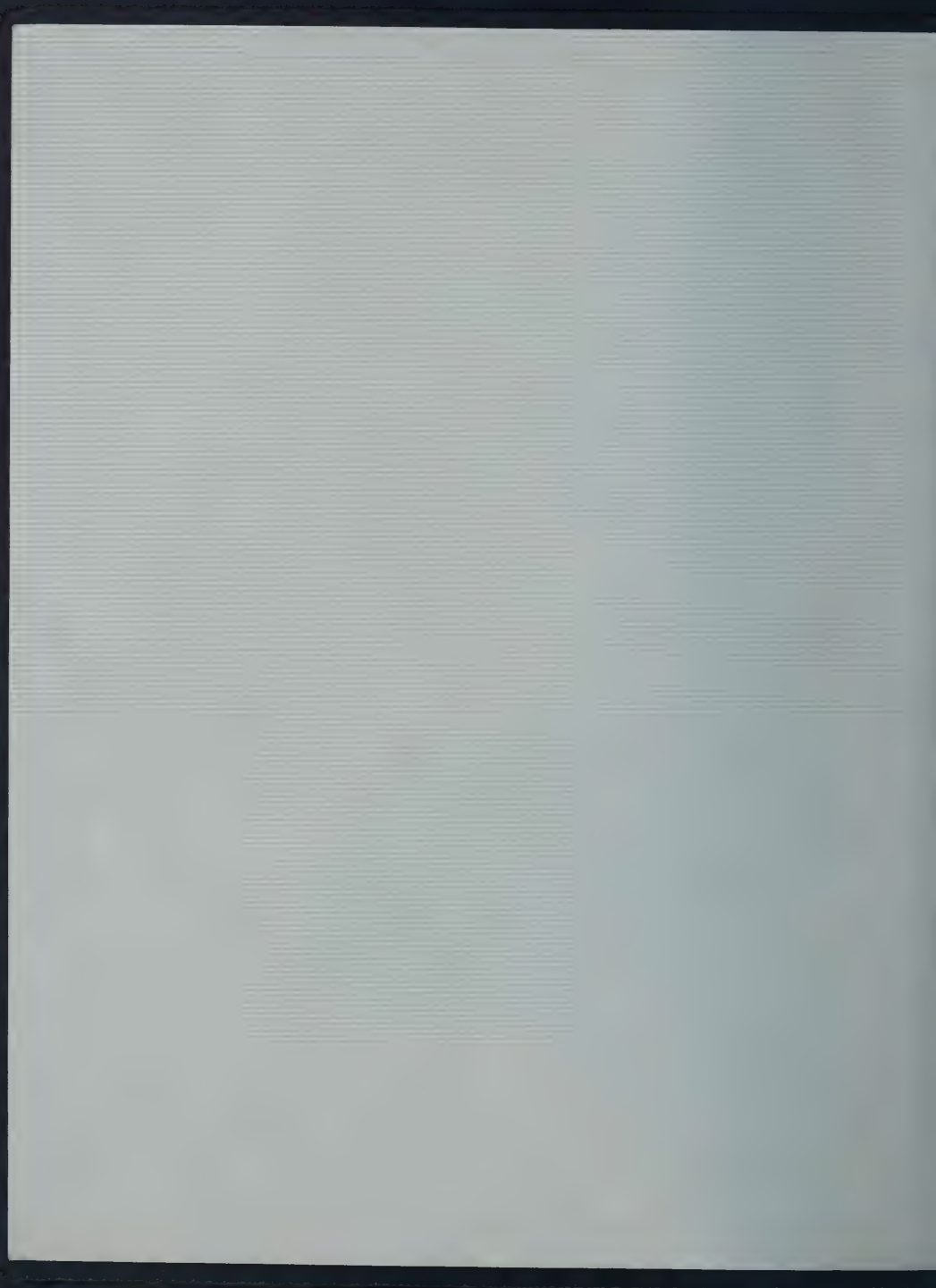
April 10 - 1942

The Chairman of the Board of
Trustees of the Wayland
Public Library -

My dear Mr. Martin; -

As you said
the other evening you
had made no definite
decision as to the position
of Librarian, I would
like to be considered
as a candidate.

Having worked there
for over three months
I find I enjoy the work
very much and would

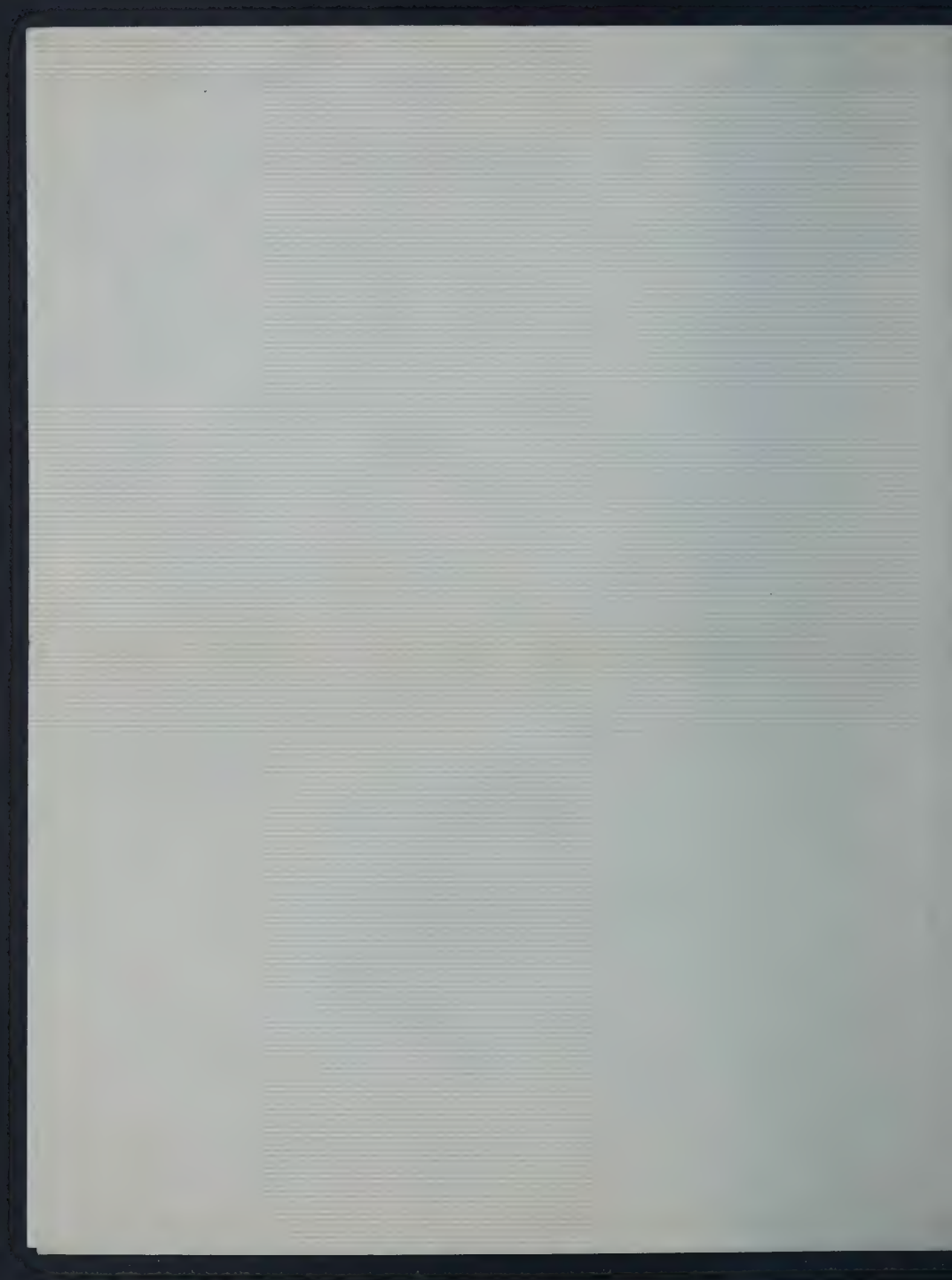


like to continue there.

I am a graduate of
Radcliffe 1906 (cum laude)
and have worked with
Miss Wheeler enough that
I understand the work.

Very truly yours

Helen C. Wheeler
(Mrs J. Fred Wheeler)



ELIZABETH C. RAYMOND
WAYLAND
MASSACHUSETTS

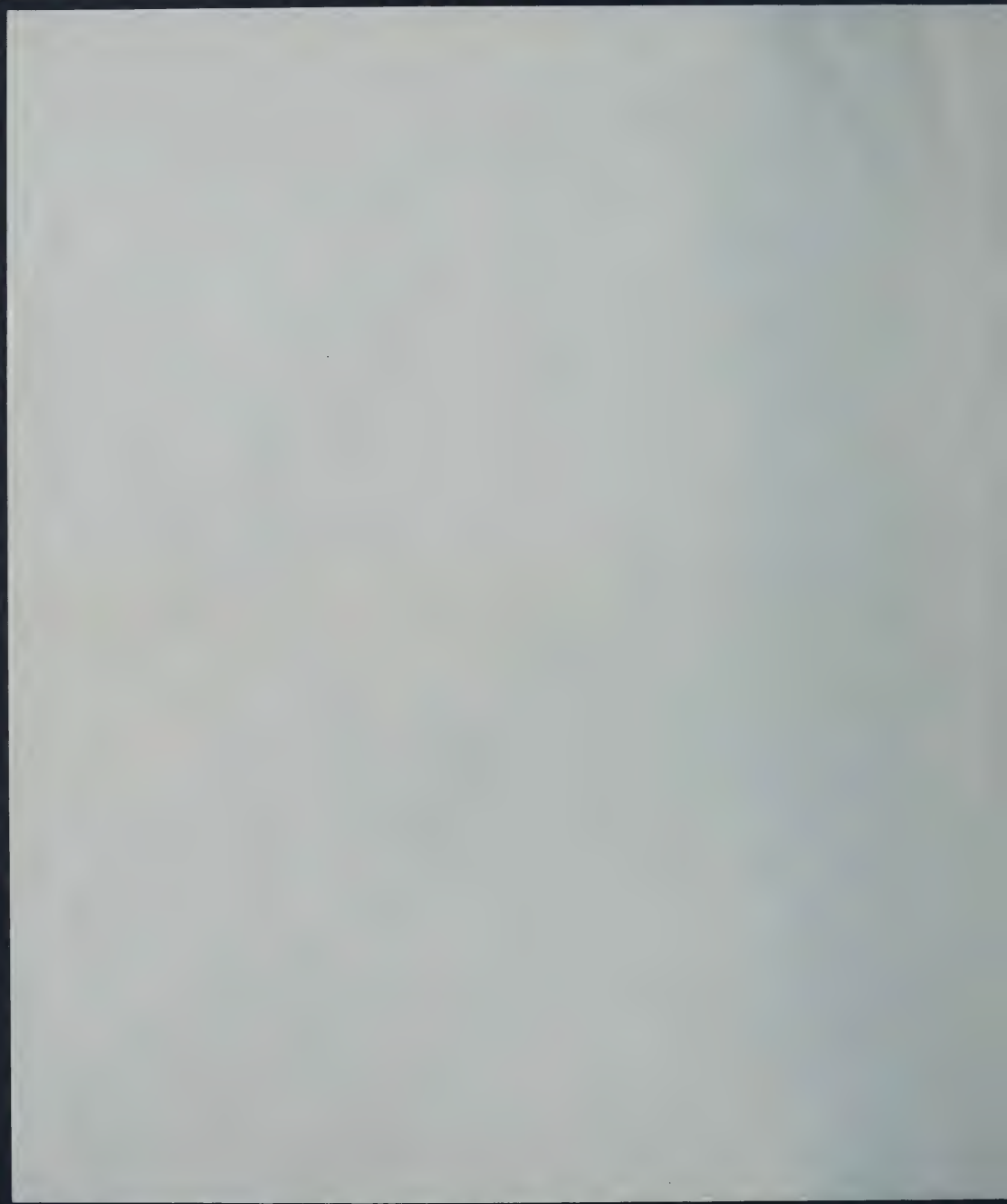
February 9, 1942

Trustees of the Wayland Free Public Library
Professor James R. Martin, Chairman

Please accept my resignation as
a member of the Board of Trustees of the
Wayland Free Public Library.

Respectfully,

Elizabeth C. Raymond



January 13 1942

Dear Sir:

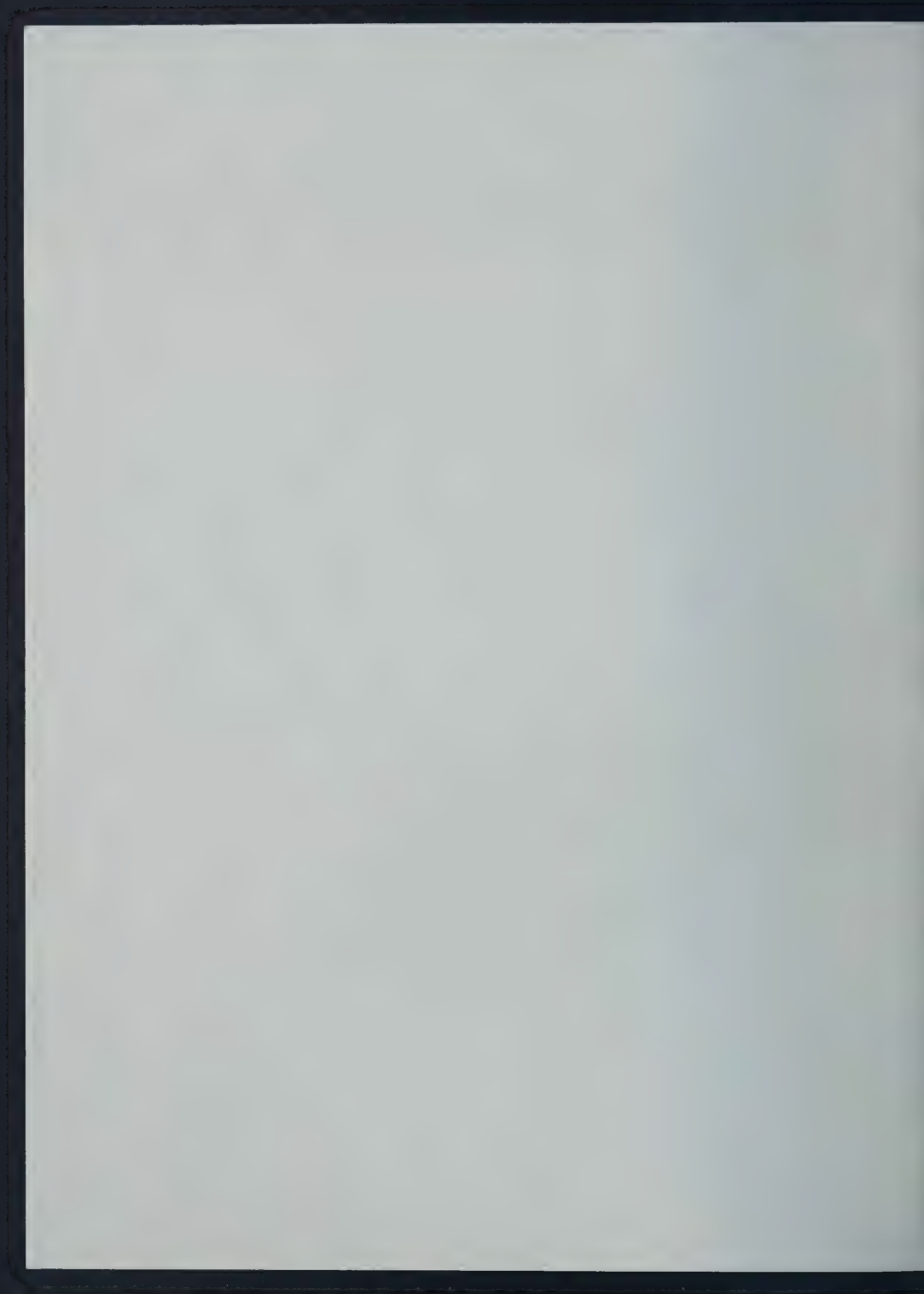
I should like to apply for the position of Librarian at Wayland Public Library.

I have had experience in general office work particularly filing, indexing etc.

Due to a lapse of time I realize I would require some brushing up on the same. Therefore I am prepared to take a course in what might be necessary to bring me up to date.

Sincerely

Dorothy M. Loe.







JAN 12 1942

Wayland, Mass.,
January 9, 1942.

Mr. J. Sidney Stone
Trustees of the Public Library
Wayland, Mass.

Dear Mr. Stone:

I wish to apply for the position of
librarian in the Wayland Library.

On September 14, 1935 I took and
passed the General Examination and the French Examination
for entrance into the graded service of the Public
Library of the City of Boston and received my certificate
the following January. I was awaiting a vacancy in one
of the branch libraries when I found work at the
Shawmut Bank and then had my name removed from the
library list. I completed the college course at Weston
High School and then attended Emerson College where the
entire course dealt with literature both spoken and
written. Aside from the above qualifications I feel
that I could fulfill the duties of librarian in Wayland,
for I have always had a genuine interest in people and
particularly in what they read.

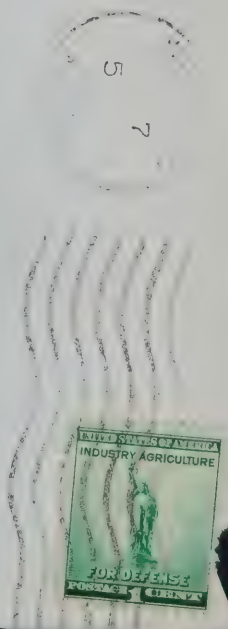
I am sending this to you, Mr. Stone,
because I feel that you know me better than some of the
other Library Trustees. I had hoped to see you and
ask your advice about my applying for the position, but
I heard that several applications had been received and
I did not want to wait too long.

Yours very truly,

Ruth E. Cooper



Trustees of the Maryland
Public Library



to Mrs. Richmond



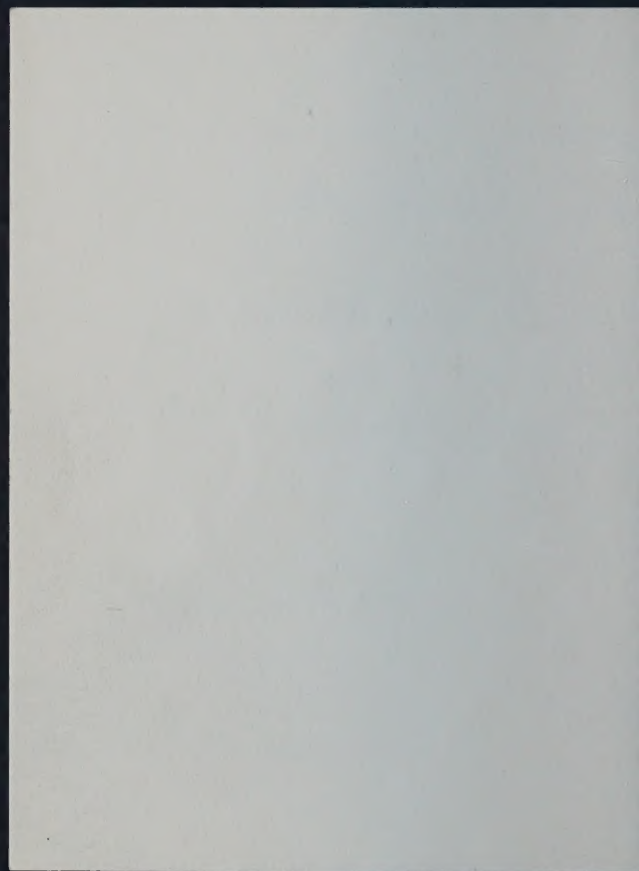
Tuesday Eve-

My dear Elizabeth;-
(Will you
kindly thank the
Trustees of the Wayland
Public Library for
the beautiful basket
of flowers sent
to Margaret Saturday
the sympathy they



expressed, was
very helpful - to
all of us -

Sincerely
Helen C. Wheeler





The Commonwealth of Massachusetts

Department of Education

MAR 25 1942

DIVISION OF PUBLIC LIBRARIES

State House, Boston

March 24, 1942.

Mr. Sidney Stone
30 State St.
Boston, Mass.

My dear Mr. Stone:

I have the following names of rather interesting librarians whom you might wish to contact.

Miss Katharine L. McIntire, 51 Wisteria St., West Springfield. Born 1910. Westfield Teachers College 1929; Greenfield Public Library training class, 1932. Substitute, Greenfield Public Library, June to Dec. 1932; part time West Springfield 1933-37; full time 1937-date, West Springfield. Miss Bowler of West Springfield says of her: "A member of the staff since 1937. A very likable person and gets along very well with all the members of the staff and is a favorite with the public. Interested in people, remembers personal characteristics and belongs to several organizations. Artistic, makes clever bulletins etc. Exceptionally quick at all routine work and fairly accurate. Ambitious and is studying for a degree. Personally very attractive, except she is above average height and is stooped, which detracts from her appearance. Is punctual, reliable, has a pleasing sense of humor and good health. Would not stand in her way of getting better position, but West Springfield would be losing a valuable staff member." Although she has only had Greenfield Public Library training she sounds like a very good person, although of course not very much administrative experience.

Miss Bernice L. Knowles, Public Library, Swampscott. Born 1903. Boston University 1925; Hartford Seminary Foundation; School of Oriental Studies, American University, Cairo, Egypt. Drexel Institute Library School 1939. Swampscott Public Library 1940-date. Drexel says: "Happy to recommend Miss Knowles. Miss Knowles has very good general intelligence and judgment. Will do excellent reference in her special fields after she has had some experience. Is very well poised and speaks well in public. In appearance is mature, and her long experience as a teacher has given her ability to handle situations well."

Miss Knowles has had much more training and experience and is well worth your consideration. I will let you know as others come to my attention.

Sincerely yours,

E. Louise Jones

Library Adviser,
Division of Public Libraries.

ELJ:D

